## Please read the following instructions carefully before applying for any position.

To apply you must either:

- 1. Be a Togolese citizen or
- 2. Have the required work and residency permits allowing you to work in Togo.
  - You will be asked to provide documentation to support your legal right to work in Togo - i.e. copy of Togolese ID card, Passport or any other supportive document, work and/or residency permit (if you are not a Togolese citizen).
  - If you fail to provide this information, your application will not be considered further.
  - Do not apply if you do not possess the qualifications, work experience, knowledge, skills stated in the web advertisement for the job.
  - ALL of the criteria must be met for you to be considered for the job.

## How to Apply – Follow Instructions Carefully

- 1. Please click on the Vacancy Announcement hyperlink below. Read the announcement carefully before you start.
- 2. Fill the <u>Application for Employment form, DS-0174</u> and scan it into <u>ONE</u> PDF document. Without this, your application will <u>NOT</u> be considered. **ANSWER EVERY QUESTION**.
  - With the <u>Application for Employment form, DS-0174</u>, you MUST include a current resume/CV, which covers all the essential criteria as outlined in the web advertisement.
  - If you do not include a current resume/CV, together with your
     <u>Application for Employment form, DS-0174</u>, your application will be invalid and you
     will not be considered for the position.
  - A cover letter and supporting documents/certificates of former employment can be attached.
  - All documents should be attached in PDF format ONLY. Any other format will be rejected.
  - Attachments should be merged into a maximum of 2 PDF documents of 6 pages maximum each.
  - No more than 3 PDF documents (including DS-0174 form) will be accepted.

- 3. Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made.
  - Only those applicants who are invited for a test will be notified regarding the status of their application.
  - If you are not called for a test within 6 weeks, your application was not successful.
- 4. Please send your application only if you are applying for a specific position and meet the qualifications for that position. Our Mission does not maintain a database for applications. Therefore you must submit an application for every open position. Send only one application per Vacancy Announcement. Include only relevant documents.

5.	Applications must be sent by e-mail to: <a href="mailto:HROLome@state.gov">HROLome@state.gov</a> .		
	Subject line of your e-mail should read: Vacancy Announcement (number)		
	Position (For example, Vacancy Announcement 11HR-11, Chauffeur).		

Do NOT return instructions with the application form.

## Applications received after the closing date will NOT be considered.

- 6. You will be required to take an English test and an interview for the position in person. Telephone interviews are not possible. Tests will be held at the Embassy.
- 7. If you are selected for a position within the Mission, you will be required to go through an Embassy security investigation and a medical clearance prior to your appointment.

## **Current Openings**

Vacancy Announcement Number	Position Title	Closing Date